



PATHWAYS2RESILIENCE



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# **Call for Applications 1: Pathways2Resilience (P2R) Frequently Asked Questions and Guidance Version 1.2 | 23 November 2023**

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## Introduction

This document will be updated several times during the call timeline with questions from interested parties and responses to those questions. The last content related question will be accepted **Friday 19 January 2024**, and the final version of this document will be posted during the **week of 22 January 2024**<sup>1</sup>. Updates will be posted on the [P2R website](#) and other publication sites.

Questions related to system registration, application submittal, and technical issues will be answered until the call deadline, **Thursday 22 February 2024 17:00 CET**.

All call and project related inquiries must be sent to: [pathways2resilience@climate-kic.org](mailto:pathways2resilience@climate-kic.org). Please do not contact P2R consortium members or EIT Climate-KIC staff outside of this designated contact.

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<sup>1</sup> Frequently Asked Questions will be updated on an ongoing basis, with a final version posted.

# 1 Submission Platform (Plaza)

## 1.1 What is the submission platform?

As the coordinator of the P2R consortium, EIT Climate-KIC is using its online submission platform, Plaza, for the first call.

## 1.2 Must registration occur to use Plaza and apply?

**Yes, interested parties, including all consortium members that will be part of an application, must register their organisation first, and then individual users must also register.**

Should you wish to see the application form before registering, it will be posted on the [Pathways2Resilience](#) and the [EIT Climate-KIC](#) websites. However, please note, as per section 6.1 Submission Format of the call 1 document, submissions outside of Plaza will not be accepted.

## 1.3 What are the steps to register?

**Interested parties, including any consortium partners, must first register their organisation in Plaza if it is not already registered.**

Plaza links individual users to organisations, therefore, organisational registration must be successfully completed first. Please note that organisation registration may take up to 48 hours to complete. **It is recommended that users begin the registration process at the end of the week of 27 November 2023.**

### 1.3.1 To register your organisation:

1. Designate a Master Contact<sup>2</sup>.
2. Go to the [Plaza organisation registration page \(EOI\)](#).
3. Enter the required information for your organisation<sup>3</sup>.
4. If you have your organisation's PIC, enter it.<sup>4</sup>
5. After registration, the Master Contact will receive an email from [plaza@climate-kic.org](mailto:plaza@climate-kic.org). Please check spam/junk folders.
6. Your registration will then be processed by Climate-KIC. You can view your registration through the above link and selecting "Find my registration". Un-submitted registrations are possible to be updated through this option as well.
7. The user who registered the organisation will be notified about the progress of the registration.

Note that you can save your registration, however, only submitted registrations will be processed. You can view your registration through [Plaza organisation registration page](#) and selecting *Find my registration*. Un-submitted registrations are possible to be updated through this option as well.

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<sup>2</sup> The Master Contact is the main contact for the organisation and will have access to update particular organisation roles and information, including the Participant Identification Code (PIC).

<sup>3</sup> Required information is indicated with a star.

<sup>4</sup> You will be reminded to enter it again prior to submitting your application. Please see section 2

### 1.3.2 To register individuals:

Once the organisation is registered, individuals within that organisation who needs to view or edit the application must register in Plaza.

1. Go to the [Plaza User registration page](#).
2. Enter the required information (identification, personal data, registration, submit registration) indicated by a star.
3. When prompted under Registration Section > *EIT Climate-KIC Entity Partner*, enter your organisation name. The organisation will be matched based on email suffix, so please take care to enter the email associated with your organisation correctly and do not use a personal email.
4. When prompted under *Relation Type*, select *Prospective Partner/Subgrantee*.

**Note that the individual registration process is a two-step process.**

5. After initial registration, the individual will receive an initial confirmation email from [plaza@climate-kic.org](mailto:plaza@climate-kic.org). Please check spam/junk folders.
6. The individual will receive a second confirmation email after the registration process has been successful with a code to set their password. Use the code provided in the email to set the password and complete registration. Please note that the processing of user registration can take up to 48 hours.

## 2 Application

### 2.1 When will the application be available in Plaza?

The Pathways2Resilience (P2R) call 1 form is anticipated to be available by Wednesday 29 November 2023 17:00 CET.

### 2.2 Where can I view the application form?

The application may be viewed, edited, and submitted in [Plaza](#) once registration has been completed and is anticipated to be available by Wednesday 29 November 2023 17:00 CET.

You may preview the questions in sample form, which will be posted on the [Pathways2Resilience](#) and the [EIT Climate-KIC](#) websites. However, please note, as per section 6.1 Submission Format of the call 1 document, submissions outside of Plaza will not be accepted.

#### 2.2.1 To access the P2R call 1 in Plaza:


1. Log into Plaza
2. To begin an application, click *Apply* on the P2R banner
3. Select *Add New 2024 Proposal*. A new window will open.
4. Select *Create Now*
5. Select *P2R Pathways2Resilience Call 1* from *Programme Type*
6. Complete the required information as indicated with a star.
7. For each tab, click *Check and Save* to ensure the information is complete and saved.

CREATE NEW PROPOSAL

You are about to CREATE a new proposal. Do you want to continue?

CANCEL

CREATE NOW



Add New 2024 Proposal

Edit	Final Submit	Code	Period	EIT Reference	PDF Export	All Tabs Completed	Full Proposal	Existing Project Code	Project Name
		<input type="text" value="240001"/>	<input type="text" value="1"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	test
		<input type="text" value="240005"/>	<input type="text" value="1"/>	<input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	WW Test

### 2.3 Can applications be saved?

Yes, applications in Plaza may be saved and edited prior to submitting. However, we recommend use of either Note or Word for initial drafting and to check spelling. Note that long form text answer questions contain character limits of 5,000, which will need to be checked again prior to submittal. Make sure to check for any unwanted characters when copying/pasting from Word or Note into Plaza.

There are two types of saves in Plaza:

- *Save*: Saves your progress
- *Check and Save*: Checks for any missing or incorrect entry and displays resulting errors. Only when all information is correctly entered (checked and saved), you will be able to click submit. You will be able to edit your application until submittal.

### 2.4 Can I edit an application that has already been submitted?

Yes. Applicants may request to un-submit a submitted application any time before the deadline. Applications will not be un-submitted after the deadline, as specified in section 6.3 Deadline of the call 1 document.

To request a submitted application to be un-submitted, please contact [pathways2resilience@climate-kic.org](mailto:pathways2resilience@climate-kic.org) and provide your application ID and organisation IDs.

Your application ID is a 6-digit number that is auto-generated by Plaza. Your organisation ID is a number beginning with a P, followed by at least three digits (e.g. P-123), which is generated by the system during registration.

Please note that applicants are responsible for re-submitting their application before the deadline.

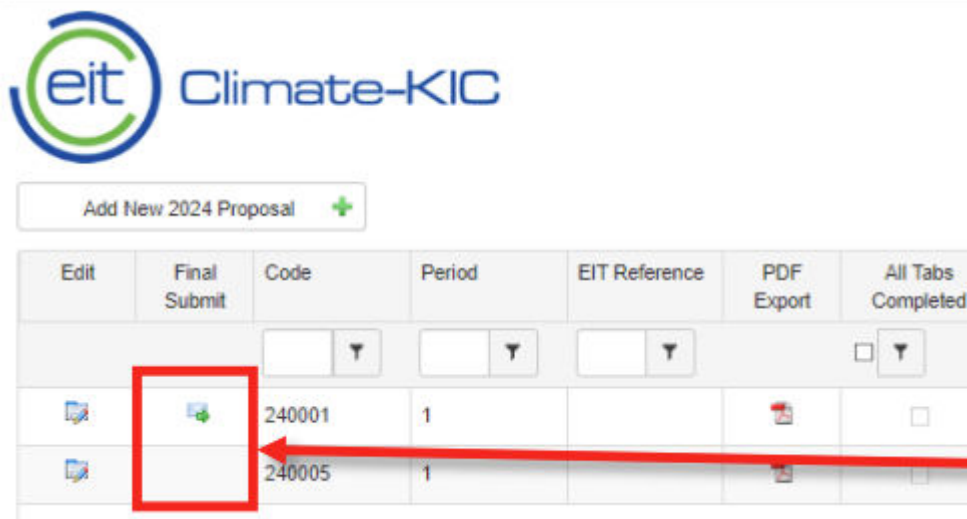
## 2.5 How do I add users to co-edit/view the application?

To add an editor to the application, the organisation and individual must be fully registered. The organisation must be added to the application first, then the individual may be added.

1. When in the application, go to the 1. CONTACTS tab.
2. Scroll down to *Consortium Information*.
3. Click the green + under the *Edit* column to select the “Climate-KIC Partner” to add to your list of involved partners<sup>5</sup>. **Note that all organisations and individual users must be fully registered to complete this step. See the answer to Question 1.3 What are the steps to register? in this document for details.**
4. Enter the *Role of The Partner Organisation*. Please ensure that the coordinator is specified.
5. Scroll down to *Assign Co Editors*.
6. Click the green + under the *Edit* column to select an individual user. Note that the individual user must first be registered in Plaza and must be correctly associated with the organisation that was added under *Consortium Information*. See the answer to Question 1.3 What are the steps to register? in this document for details.

## 2.6 How do I submit my application?

To submit, you must *Check and Save* for all tabs of the application and then go to the application list view and press the icon in the *Final Submit* column. When the final submission is successful, you will no longer see the *Final Submit* icon for your application. See below.



Edit	Final Submit	Code	Period	EIT Reference	PDF Export	All Tabs Completed
		240001	1			<input type="checkbox"/>
		240005	1			<input type="checkbox"/>

## 2.7 How can I get help on application related issues, such as assigning a co-editor?

For questions related to the content of the call, please contact [pathways2resilience@climate-kic.org](mailto:pathways2resilience@climate-kic.org) and provide your application and organisation IDs. Your application ID is a 6-digit number that is auto-generated by Plaza. Your organisation ID is a number beginning with a P, followed by at least three digits (e.g., P-123), which is generated by the system during registration.

<sup>5</sup> In this case, Partners indicates consortium members. Note that to add the organisation, it must first be registered in Plaza.

## 3 Participant Identification Code (PIC)

### 3.1 What is a PIC?

A PIC is a 9-digit number that serves as a unique identifier for legal entities participating in European funding programmes.

### 3.2 Why do applicants need a PIC?

The PIC will be validated during the P2R call 1 award phase prior to finalising awards.

### 3.3 How can applicants obtain a PIC?

1. If you already have an EU Login Account, go to the [EU PIC website](#). If you do not yet have an EU Login Account, you will need to create an account by going visiting the [EU Login](#) page.
2. Check whether your organisation already has a PIC by using the *Search a PIC* function.
3. If your organisation does not have a PIC, select *Register your organisation* and follow the steps.

Please note this process is not owned by EIT Climate-KIC or the P2R consortium and we are unable to provide technical assistance on this process. Please use the help features on the EU page for help.

### 3.4 How can applicants update their PIC in Plaza?

Note that only the Master Contact of each organisation can update their PIC. To update your own organisation's PIC:

1. The Master Contact for the organisation must log onto Plaza. Note that individuals without the Master Contact role will not be able to see the PIF option.
2. Click on the green *Partner Information Form (PIF)* button in the *General Tools* section.
3. In the *Partner ID* column, search for your organisation's identification number, which begins with a P and is followed by at least three digits (e.g., P123).
4. Press enter or the filter icon.
5. Select the correct organisation ID and click the edit icon.
6. Scroll to the 9-digit *PIC code with EC* field.
7. Enter the new value for the 9-digit PIC.
8. Click *Save*.

## 4 Eligibility

### 4.1 Which countries are eligible for funding under call 1?

Regions and communities within the following countries are eligible under call 1:

Albania	Cyprus	Georgia
Armenia	Czechia	Germany
Austria	Denmark	Greece
Belgium	Estonia	Hungary
Bosnia and Herzegovina	Faroe Islands	Iceland
Bulgaria	Finland	Ireland
Croatia	France	Italy

Kosovo  
Latvia  
Lithuania  
Luxembourg  
Malta  
Moldova  
Montenegro

Netherlands  
North Macedonia  
Norway  
Poland  
Portugal  
Romania  
Serbia

Slovakia  
Slovenia  
Spain  
Sweden  
Türkiye  
Ukraine<sup>6</sup>

## 4.2 Is the United Kingdom (UK) eligible to apply for funding under the P2R call?

No. Please see Section 5 Admissibility and Eligibility of the call 1 document for details.

## 4.3 Are there other countries that are not eligible to apply?

Yes, restrictive measures exist for non-government-controlled territories of Ukraine, Russia, Belarus, and Hungary. Please see section 5. Admissibility and Eligibility of the call 1 document for details.

## 4.4 Can a consortium of regions or any other type of consortium apply for P2R call 1?

Yes, consortium may apply. Consortia applications, also referred to as multi-beneficiary applications, among regions/communities are encouraged and eligible to apply but **must have a single designated Coordinator**. Only those defined as Public authorities at Nomenclature of Territorial Units for Statistics (NUTS) 1, 2 and 3 level, and Local Administrative Units (LAU); or Bodies governed by public law in compliance with Article 2.4 of the Directive 2014/24/EU may be a consortium coordinator.

See further information in section 5 Admissibility and Eligibility of the call 1 document.

## 4.5 Which type of entity is eligible to apply?

Eligible sole applicant or consortium coordinator applicants are a) Public authorities at NUTS 1, 2 and 3 level, and LAU; b) Bodies governed by public law in compliance with Article 2.4 of the Directive 2014/24/EU.

Eligible consortium members are c) Private non-profit bodies; d) Small and Medium Enterprises following the EU definition by the Commission Recommendation 2003/361/EC and in the SME user guide 2.

See all information in Section 5 Admissibility and Eligibility of the call 1 document.

## 4.6 Are cities eligible to apply or is it just for regions?

All public authorities at NUTS 1, 2 and 3 level, and LAU are eligible, including cities.

See further information in Section 5 Admissibility and Eligibility of the call 1 document.

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<sup>6</sup> Given the illegal invasion of Ukraine by Russia and the involvement of Belarus, there is currently no appropriate context allowing the implementation of the actions foreseen in this programme with legal entities established in Russia, Belarus, or in non-government-controlled territories of Ukraine. Therefore, even where such entities are not subject to EU restrictive measures, such legal entities are ineligible to participate as recipients of financial support to third parties (subgrants) or subcontractors.



## 4.7 Is civil society eligible to apply?

Yes, if they are legal entities defined as either: b) Bodies governed by public law in compliance with Article 2.4 of the Directive 2014/24/EU; or c) Private non-profit bodies. The selection criteria favour the inclusion of civil society.

See all information in Section 5 Admissibility and Eligibility of the call 1 document.

# 5 Cost Eligibility

## 5.1 Which costs are eligible under call 1?

Please see section 4. Eligible Subgrant Costs in the call 1 document for details. Please also see the [Cost Category Guidance](#).

# 6 Scope

## 6.1 Which activities will be funded by P2R?

Eligible subgrant activities will follow the provision for activities under Horizon Europe (HE) costs categories, and will be organized along the following:

- Activities to develop regional pathways, plans and innovation portfolios towards climate resilience building on existing assessments of trends and projections of future climate change risks.
- Activities supporting the process of developing the pathways as specified in the scope topic text including relevant stakeholder engagement and capacity building.
- Activities related to communication, dissemination and exploitation and project management activities.

Note that activities related to demonstration and deployment of climate adaptation solutions are **not eligible** for funding under this call.

See more details in Section 3.3 of the call 1 document.

## 6.2 How much time will selected regions and communities have to design their resilience pathway?

Each funded subgrant project will have an 18 month term to work towards the objectives.

## 6.3 What is the range of budget that can be considered per subgrant project?

Subgrantees will be able to claim up to 210,000€ in costs related to eligible activities and eligible costs.

## 6.4 Can the funding received from the P2R programme be combined with funding from other EU programmes?

A region or community may combine several sources of funding when developing their resilience pathways. However, costs or contributions declared under other EU grants **cannot** be claimed under the subgrant received by P2R. In other terms, subgrantees may not claim the same cost twice to different funding sources.

## 7 Selection Criteria

### 7.1 Will resilience maturity be a criterion in the selection process?

Yes, resilience maturity of regions and communities will be a criterion in P2R call 1 measured by the Resilience Maturity Curve (RMC). See section 7 Review Processes of the call 1 document for full details.

## 8 Subgrant Agreement

### 8.1 What terms and conditions will a subgrantee adhere to if awarded?

Please see the [P2R model subgrant agreement](#). Note that some items are non-negotiable. Please see section 10. Awarded Subgrant Agreement Requirements of the call 1 document for details.